

Interstate Transfer Checklist

Inmate Name:	_____	ODOC#:	_____
Receiving State:	_____	Address:	_____ _____
Resident:	_____	Relationship:	_____
Phone Number:	_____	Employment:	_____
Projected Release Date:	_____	Parole	_____
		Probation	_____

Instant Offense (probable cause affidavit, arrest report, or pre-sentence investigation)

**information regarding reduced charge; District Attorney Information Sheet and District Attorney Narrative are not sufficient information*

****include Judgment and Sentence (J/S) for every request***

Conditions of Supervision (rules and conditions)

- Split Sentence (rules and conditions from the sentencing county Court Clerk)
- Parole (signed parole certificate; **front and back**)
- Post Imprisonment Supervision Rules and Conditions -Signed (ODOC OP-160201, Attachment L)

Any orders restricting contact with victims or others (VPO, or contact order on rules and conditions)

Any known orders protecting the offender from contact with any other person (VPOs)

Sex Offender Registration (if applicable)

**include registration documents as in ODOC OP-020307; Attachment B (Sex Offender Registration and Notice of Duty to Register form)*

Violent Offender Registration (if applicable)

**include registration documents as in ODOC OP-020307; Attachment C and D (Violent Offender Registration form and Mary Rippy Violent Crime Offenders Notice of Duty to Register)*

Institutional History Narrative

**include housing summary and copies of misconducts or a narrative summary of mental health status and misconduct history or offender profile*

Court Ordered Financial Obligations (court costs, restitution, fines, etc.)

Once all information is received and entered into ICOTS, the Offender Application will be created and returned for signature from the offender and a witness. This must be returned to the ICOTS office to complete the transfer packet.

******PLEASE INCLUDE CURRENT CRC AND INMATE PROFILE******